

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: Mark Dombroski, City Administrator
Mayor Kordonowy
City Council

FROM: Meghan McKnight, Code Enforcement Officer

DATE: March 30, 2009

RE: Code Compliance Hourly Billing

In accordance with Section 1.28.030 of the Bainbridge Island Municipal Code, whenever the City is required to act to enforce any provision of the code, in addition to any other fines, charges or penalties imposed on the person committing the violation, the City shall charge the person an appropriate fee as established by the City by resolution. In accordance with the City of Bainbridge Island's Fee Schedule and BIMC 1.28.035(E), enforcement shall be charged at an hourly fee of \$180.00 per hour.

In order to provide some guidelines to the administration and the public as to how the hourly fee will be imposed, the following standards have been established. As detailed, an hourly fee will not be charged for the initial investigation and correspondence identifying the violation and corrective action required. If a case requires further enforcement action (such as in the case of non-responsive violators) then the hourly fee will be charged with the below minimums.

Initial site investigation	No Hourly Charge
Initial letter or notice of violation	No Hourly Charge
Additional site investigations (excluding confirmation of compliance)	1 hour minimum
Additional letters or notices	1 hour minimum
Emails/ Telephone Calls	10 minute increments (after the first 10 minutes)
Meetings	10 minute increments (after the first 15 minutes)
Appeal preparation and attendance	No Hourly Charge
Correspondence with complainant	No Hourly Charge